

## **NIH POLICY MANUAL**

### **6315-2 - STREAMLINED REQUESTS FOR PROPOSALS**

**Issuing Office: OA/DCG 496-6014**

**Release Date: 01/19/93**

1. **Explanation of Material Transmitted:** This chapter provides guidance and procedures on the use of streamlined Requests for Proposals (RFPs), a new contracting tool available to the NIH contracting community.

2. **Filing Instructions:**

**Remove:** None.

**Insert:** NIH Manual Issuance 6315-2, Streamlined Requests for Proposals, dated 01/19/93

3. **Distribution:** NIH Mailing Keys F-401, F-407

**PLEASE NOTE:** For information on:

- content of this chapter, contact the Division of Acquisition Policy and Evaluation, OCM, OA, on (301) 496-6014.
- NIH Manual Mailing Keys, contact the Division of Support Services, ORS, on (301) 496-4808.
- NIH Manual System, contact the Division of Management Support, OMA, on (301) 496-2832.
- on-line information, use: <http://www3.od.nih.gov/oma/manualchapters/>

#### **A. Purpose:**

This issuance provides guidance for the use of streamlined Requests for Proposals (RFPs). The procedures described in this document may be used for any negotiated contract project deemed appropriate by the contracting officer.

#### **B. Background:**

Over the years, the standard RFP has grown in size to well over 100 pages. The sheer volume of the standard, required boilerplate in this document has caused concern among the contracting staff and potential offerors. Several attempts to reduce the amount of paper have been undertaken. On March 4, 1992, a legal opinion was obtained from the Business and Administrative Law Division (BALD), Office of General Counsel/Office of the Secretary (OGC/OS), which will now permit the initial mailing of an abridged, or streamlined version of

the RFP, along with a notice that the entire solicitation package will be available upon request. This system was tested by two ICD contracting offices and the results, as presented to the Contract Management Advisory Committee, were positive. Therefore, it was the consensus of that group that procedures be developed to guide the NIH contracting community in the use of the streamlined RFP. This technique, while not restricted to a specific type of project, appears to work most successfully on solicitations that are of widespread interest to the general public, where many requestors are only seeking information on Government programs and not interested in submitting proposals, and respondents are generally familiar with Government solicitations.

It is anticipated that utilization of this streamlined RFP procedure will (1) save paper, (2) permit those organizations/individuals wishing to obtain information regarding the types of contracts being awarded by the NIH an opportunity to do so without providing them with volumes of unnecessary and unwanted information, and (3) provide a concise document so that recipients can readily determine the nature of the product/service and their further interest in the solicitation.

### **C. References:**

1. FAR 15.402 (48 C.F.R. Chapter 1, 15.402).
2. Legal Opinion from BALD, OGC/OS, dated March 4, 1992.

### **D. Policy:**

It is the policy of the NIH to promote innovation in contracting within the Federal and Departmental statutory and regulatory guidelines. This manual chapter encourages the use of the streamlined RFP process, when deemed appropriate, at the discretion of the contracting officer.

### **E. Procedures:**

The contracting officer, taking into account (1) the number of solicitations projected to be issued, (2) the nature of the product/service to be acquired, and (3) the type(s) of expected respondents on a particular contract project, makes a determination to use this streamlined RFP release process. While there are no standards which can be used to make this determination, it may not be cost effective for solicitations with anticipated limited public interest/response, or where potential respondents may have limited experience with Government solicitations (e.g, 8(a) set-asides). It is within the contracting officer's discretion to decide to use the procedures described in this issuance. If the contracting officer determines that the streamlined RFP is advantageous for the type of acquisition contemplated, he/she will produce an entire RFP package from which an abridged, or streamlined RFP will be extrapolated, containing at a minimum, the following documents: (1) Statement of Work, (2) deliverable and reporting requirements, (3) special requirements and mandatory qualifications, if applicable, and (4) technical evaluation criteria. Both the streamlined and entire RFP packages must be ready to be sent to any interested party who might request either version. A cover letter must be included with each streamlined RFP, which clearly states that the entire package is available upon request, and should be obtained if an offeror wishes to submit a proposal. The streamlined RFP should be sent to all organizations on the source list, unless the contracting officer determines that, in a recompetition, the previous respondents should receive the entire RFP package. Sample cover letters are included as

[Appendices 1](#) and 2 to this manual issuance. It should be made clear in the cover letter that the date specified in the RFP and the CBD notice for receipt of proposals will not be extended due to late requests for the entire RFP package.

Both the CBD synopsis and the NIH Guide for Grants and Contracts, which announce the availability of the solicitation shall explain that the entire RFP is available to any interested offeror, or interested offerors may receive the streamlined version first and then may request the entire package at a later date. See [Appendix 3](#) for suggested language to be inserted in the CBD and the NIH Guide for Grants and Contracts. The time for receipt of proposals need not be extended beyond the requirements of the Federal Acquisition Regulation since an organization will have the necessary documents to begin preparation of its offer while waiting for the receipt of the entire RFP package. This will place all sources on an equal footing in terms of preparation time for proposals.

It is noted that, while the sample cover letters ([Appendices 1](#) and 2) and the sample CBD synopsis ([Appendix 3](#)) indicate that phone/fax requests for the streamlined or entire RFP may be accepted, the contracting officer has the discretion to decide not to permit either of these methods of requesting the RFP, and may determine that only written requests will be accepted.

If the solicitation is a small business set-aside, the set-aside information shall be furnished in the cover letter, along with the applicable Standard Industrial Classification code and its size limitations.

If it becomes necessary to amend the solicitation prior to the closing date, all organizations on the source list, regardless of whether they requested a streamlined or entire RFP package, must be sent the amendment.

Ladies and Gentlemen:

The National Institute of Child Health and Human Development (NICHD) has available a limited number of copies of Request for Proposals (RFPs) (RFP #) seeking offers leading to contract(s) for the furnishing of (Brief description or title of supplies or services to be acquired).

The attached documents are extracted directly from the RFP to enable you to determine whether you or your organization has the interest, capability, and resources to devote to the preparation of an offer to the Government and contract performance if selected for an award. These documents should be sufficient for you to make this determination without our bulk mailing of the entire, lengthy RFP, at extensive preparation and mailing expense, to the many people and organizations who seek the NICHD project descriptions for informational purposes only. The documents included with this letter are: (Examples)

1. Statement/Description of Work to be performed.
2. Technical Reporting and/or Deliverables Requirements.
3. Any equipment or special facilities to be required under contract.

#### 4. Technical Evaluation Criteria for review of proposals.

It is essential that you obtain a complete copy of the RFPs if you or your organization intend to submit a proposal to compete for this contract award. The RFPs will include the complete instructions and format for preparation of your proposal as well as the necessary forms and appropriate Government clauses, provisions, sample contract format, and other boilerplate terms and conditions required to be included in any Government RFPs and contract award.

This RFP will be made available promptly to you or your organization upon telephone or FAX request to at \_\_\_\_\_.

The receipt date for the submission of offers under this RFP is (Date) . The specified due date for receipt of proposals will not be extended because of delays in requesting or receiving the comprehensive RFP.

#### **Appendix 1. Request for Proposal (RFP) RFP No. NIH-NIAID-DMID-93:**

Contracting Officer

ATTACHMENTS  
REQUEST FOR PROPOSAL (RFP)

RFP No. NIH-NIAID-DMID-93-

"A NON-HUMAN PRIMATE MODEL TO STUDY THE EFFECTS OF VACCINES IN PREGNANT FEMALES AND THEIR OFFSPRING"

DATE ISSUED:

DATE DUE:

Ladies and Gentlemen:

The National Institute of Allergy and Infectious Diseases (NIAID) has available a limited number of copies of Request for Proposal (RFP) No. NIH-NIAID-DMID-93-\_\_\_\_\_. The purpose of the RFP is to invite interested parties to submit competitive offers for evaluation leading to the award of one (1) contract for the furnishing of a research and development study on the non-human primate model to study the effects of vaccines in pregnant females and their offspring. The Government contemplates the award of a five (5) year, cost-reimbursement, completion-type of contract as a result of this RFP.

The attached documents are extracted directly from the RFP to enable you to determine whether you or your organization has the interest, capability, and resources to devote to the preparation of an offer to the Government and to the performance of a contract if selected for award. These documents contain sufficient information for you or your organization to make this determination without our bulk mailing of the entire, lengthy RFP, at extensive preparation and

mailing expense, to the many individuals and organizations who seek the NIAID project descriptions for informational purposes only. The documents included with this letter are as follows:

1. Work Statement dated January 8, 1992 (4 pages).
2. Reporting Requirements and Deliverables dated January 8, 1992 (2 pages).
3. Technical Evaluation Criteria dated March 24, 1992 (3 pages).

If you or your organization intend to submit a proposal, it is essential that you obtain an entire copy of the RFP. The RFP will include the complete instructions, format, required forms, and certifications necessary for the preparation of a comprehensive proposal. In addition, the RFP will include the applicable Government clauses, provisions, sample contract format, and terms and conditions required to be included in any Government RFP and eventual contract document.

The comprehensive RFP will be made available promptly to you or your organization upon a Telefax request to the attention of on Telefax Number (301) .

Please refer all questions to on (301) .

Please be advised that the receipt date and time for the submission of proposals under this RFP will be no later than at 4:30 p.m., local time at the address cited in the RFP. The specified due date for receipt of proposals will not be extended because of delays in requesting or receiving the comprehensive RFP.

Sincerely,

Contracting Officer  
Contract Management Branch  
National Institute of Allergy  
and Infectious Diseases

### **Appendix 3. Suggested CBD Statement:**

Interested organizations should request either a streamlined or full RFP package. If no selection is made, a streamlined version of the RFP will be provided, which includes only the Statement of Work, deliverable and reporting requirements, special requirements and mandatory qualifications, if any, and technical evaluation criteria. After examination of these documents, any organization interested in responding to this RFP must request the entire RFP in writing or by telephone (insert telephone number) or by FAX request (insert FAX number).

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